

Instructions for Virtual Hybrid Hearing

- 1) Microsoft Teams shall be the platform utilized for conducting virtual hybrid hearings in all Courts under the Motihari Judgeship, including the Sub-Divisional Courts.
- 2) The video conferencing link for each Court shall be made available on the official website of the District Court, Motihari.
- 3) Ld. Advocates shall be permitted to appear through the video conferencing facility without interruption. However, the concerned Court may regulate the participation of litigants or any other persons in accordance with established rules and practices.
- 4) While accessing the virtual platform, Ld. Advocates shall be required to provide details such as their name, item number, case type and case number, and the party on whose behalf they are appearing, along with any other information as may be prescribed by the Hon'ble High Court from time to time. In cases where an Advocate appears in multiple matters, the case numbers of all such matters shall be furnished.
- 5) Participants are advised to refrain from using multiple devices at a single remote location in order to reduce the likelihood of echo or other disturbances during proceedings.
- 6) Ld. Advocates shall appear in prescribed professional attire. In the event of non-compliance, the Court may withdraw the right of audience. Likewise, parties appearing in person shall also be appropriately and decently dressed.
- 7) Court proceedings conducted through video conferencing shall be treated as judicial proceedings for all purposes, and all protocols applicable to physical courtrooms shall equally apply to such virtual proceedings.
- 8) All participants shall keep their mobile phones switched off or in aeroplane mode/mute during the proceedings. Ld. Advocates and parties in person may join from their office, residence, or conference room, but not from any vehicle or open public space. The remote location must be quiet and have adequate internet connectivity. The camera shall remain switched on throughout the proceedings. Participants are expected to face the camera, remain attentive, and avoid engaging in any other activity during the hearing.
- 9) Only the Ld. Advocate or duly authorized representative in the matter shall be permitted to address the Court. The Court Coordinator may mute or unmute other participants as necessary.
- 10) Ld. Advocates and participants shall appropriately regulate their microphones so as to avoid any disturbance to court proceedings. The microphone shall remain muted at the time of joining and may be unmuted only when the matter is called out. In case of any

disturbance, the Court may direct the Court Coordinator to mute the concerned Advocate or participant.

- 11) If any participant engages in inappropriate conduct, they may be removed from the video conferencing proceedings, and appropriate action may be initiated against them.
- 12) Recording of the court proceedings is strictly prohibited.
- 13) Ld. Advocates and participants may use the chat facility, wherever available, to seek assistance. However, the chat feature shall be used exclusively for obtaining technical support from the Court Coordinator related to the VC hearing and/or for inquiries regarding the item number of the case being heard. The Court Coordinator shall respond to such queries on a best-efforts basis.
- 14) Ld. Advocates may submit a Memo of Appearance in the manner prescribed and notified by the concerned Court.
- 15) East Champaran Judgeship may lay down a procedure for mentioning matters through online mode and place the same on the website.
 - (i) The VC/Hybrid system shall remain operational in all Courtrooms on every working day during Court hours.
 - (ii) Ld. Advocates may mention their listed matters for hybrid hearing through video conferencing before the concerned Court between 10:15 AM and 10:30 AM for day Courts, and between 7:15 AM and 7:30 AM for morning Courts, or at any time thereafter if considered necessary.
 - (iii) Upon such mentioning, the concerned Court may allot an appropriate time for conducting the virtual hybrid hearing of the cases. Learned Counsels may join the respective Court proceedings through the link provided on the official website of the District Court, Motihari.
- 16) If the number of participants in the virtual proceedings exceeds or is likely to exceed the maximum login capacity permitted by the software, the Court Coordinator may, in the first instance, be directed to remove viewers who are not actively participating in the proceedings. Ld. Advocates and litigants listed for later items may also be requested to log out, as required.
- 17) Bench clerk should specifically mark in CIS the cases which are heard through hybrid mode during case proceeding for future reference and also maintain a register where details of cases (Heard through VC) are entered i.e case registration no., party name, date of VC conducted, no. of VC conducted through jail and hospital etc.

- 18) All System Officers and System Assistants of the respective court establishments shall be responsible for creating VC links for Hybrid Courts and ensuring that the same are uploaded on the official website of the District Court, Motihari.
- 19) The Bench Clerks of the concerned Courts shall ensure that the Virtual Hybrid system is kept operational in the respective Courtrooms at least 15 minutes prior to the commencement of Court hours on every working day.
- 20) The concerned Bench Clerks shall ensure strict compliance with the provisions mentioned in points 17 and 19 above.
- 21) This Standard Operating Procedure shall be in addition to the Video Conferencing Rules notified by the Hon'ble Patna High Court and shall not be construed as overriding or derogating from the same.